



DEPARTMENT OF PERSONNEL
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MEMO PERD #34/06

July 27, 2006

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Certified Public Managers Program – Participant Selection

We are pleased to announce the start of Class #4 of the Nevada Certified Public Manager Program (NVCPM), a nationally recognized and accredited leadership development program for the public sector. Upon completion, successful candidates will be awarded the designation of *Certified Public Manager (CPM)*.

The NVCPM Program is a 17-month program consisting of 300+ hours of instruction and activities focused on the development of key management and leadership competencies for public managers. The primary objective of this Program is to develop core competencies that are the foundation of managerial excellence in government. Please visit our website for more information at: <http://dop.nv.gov/CPMHome.html>

We are asking for your assistance in selecting individuals from your department to participate in this exciting Program. State agencies will once again have the opportunity to nominate committed and interested employees for this Program based on an NVCPM Selection Schedule.

The Department of Personnel has received FY 2007 funding to support the costs of the required classroom instruction for 40 candidates in the completion of Levels I - III of the NVCPM Program. Levels IV - VI will be completed during FY 2008 for which funding is also being requested. Travel and elective hour costs (dependent upon provider) will be the participant/agency responsibility.

Class 4 will begin with the required Program Orientation on October 11, 2006 in Carson City and November 8, 2006 in Las Vegas. Please review Attachment #1 that documents the Program Implementation Schedule. To properly manage the logistics of attendance, we request that you select individuals to attend classes based on the Selection Schedule and Eligibility Criteria as specified in Attachment #2.

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Please ensure that all candidates review the class schedule on our website (address above and below). Additionally, it is pertinent to note that Class 4 will run during the 2007 Legislative session, so please nominate candidates whose Program attendance will not be impacted by this.

Please review and disseminate the following application process:

1. Employees complete the Program Application and Orientation Essay, located on the NVCPM website @ <http://dop.nv.gov/CPMHome.html>, obtain supervisory approval and submit to Department Director no later than August 15, 2006. (Recommended date)
2. Agencies review applications and provide management recommendations in writing to the NVCPM Program, including completed candidate essays and applications with original signatures.
3. Agency nominations will be due to the NVCPM Program Administrator no later than September 15, 2006.
4. The NVCPM Program Selection Committee will review and evaluate the candidates using the application and essay.
5. The NVCPM Program will approve selected participants and inform Agency Directors on or before September 29, 2006.
6. Each agency/department will notify candidates of their selection.
7. There will be 10 unfunded slots available for departments to place participants of their choosing into the program. The cost for an unfunded slot is \$2,400 per participant. Each participant will still need to complete and submit an application and essay to the NVCPM Program Administrator. If more than 10 applications for the Class are received, the selection committee will determine the final class list.

Should you have questions regarding any information contained in this memo or the Nevada Certified Public Manager Program, please contact:

Patricia Hoppe, NVCPM Program Administrator
Grant Sawyer Building
555 E. Washington Avenue, Suite #1400
Las Vegas 89101
phoppe@dop.nv.gov
(702) 486-2928

Additionally, please use the above contact information to submit your agency nominations. Thank you for your continued support of this important program that is shaping the future leaders of the State of Nevada.

JG:sq

Attachments



State of Nevada - Department of Personnel

CERTIFIED PUBLIC MANAGER PROGRAM

CLASS 4 IMPLEMENTATION SCHEDULE

Class #4		
Event	Carson City	Las Vegas
Program Orientation	October 11, 2006	November 8, 2006
	Phase 1 Begins	
Level I Classroom Instruction	October 30 - November 3, 2006	December 4 - 8, 2006
Level II Classroom Instruction	January 29 - February 2, 2007	February 26 - March 2, 2007
Level III Classroom Instruction	April 2 - 6, 2007	April 23 - 27, 2007
Phase 2 Orientation & Capstone Workshop *	<i>Early May 2007</i>	<i>Late May 2007</i>
	Phase 2 Begins*	
Level IV Classroom Instruction*	July 2007	July 2007
Level V Classroom Instruction*	September 2007	October 2007
Level VI Classroom Instruction*	November 2007	December 2007
Projected Graduation	February / March 2008	

** Noted Dates: TBD and subject to change based on contractor availability.*

Nevada Certified Public Manager Program

Program Class 4* Agency Selection Schedule

Agency	Number of Participants for Each Area Class 4	
	Carson City	Las Vegas
Personnel	1	1
Administration	1	1
Taxation		1
Information Technology	1	
Veteran's Services		1
Education	1	
Cultural Affairs	1	
Health and Human Services	2	2
Corrections	1	2
Agriculture	1	
Gaming		1
Public Safety	2	2
Wildlife	1	
Conservation	1	1
Business and Industry	1	2
Transportation	2	2
DMV	2	2
DETR	1	2
Public Employees Benefits	1	
Total	20	20

Note: Elected Offices were not assigned slots due to elections occurring in the new biennium.

Phase 1 (Levels I - III) to be completed during FY 07; Phase 2 (Levels IV - VI) to be complete

Eligibility Criteria:

Candidates for the Nevada Certified Public Manager Program must meet the following criteria

1. Employed by the State of Nevada, county, municipal, or federal government
2. Manage or supervise professionals, OR
3. Hold a mid-level supervisory or managerial position (typically grade 35 or higher), responsible for providing technical or professional support to an agency, OR
4. Be identified by the agency director as an individual showing potential for advancement into such positions.